Veterans Review and Appeal Board Canada

Tribunal des anciens combattants (révision et appel) Canada

Report on the Administration of the *Access to Information Act*

2017-18

Your right to be heard

Canada

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as represented by the Minister of Veterans Affairs and Associate Minister of National Defence, 2018

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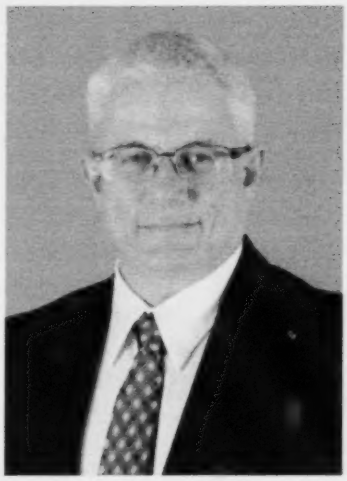


MESSAGE FROM THE CHAIR

On behalf of the Veterans Review and Appeal Board, I am pleased to present the 2017-18 annual report to Parliament on the administration of the *Access to Information Act*.

This legislation gives Canadian citizens the right to access information in records held by the Government of Canada. It exists to protect the rights of individuals and to promote accountability and dialogue between citizens and their government.

In 2017-18, the Board's Access to Information and Privacy (ATIP) Unit experienced a significant increase in formal requests over last year. Formal access requests surged to 12 from three in 2016-17, and formal privacy requests grew to 41 from 33 in 2016-17.

One significant request the Board received in 2017-18 resulted in the depersonalization and disclosure of nearly 4,000 decisions representing more than 18,000 pages. All of these decisions are now published on the Canadian Legal Information Institute (CanLII) website.

Throughout 2017-18, the Board made great strides in its transition to a paperless hearing process. To support this transition, the ATIP Unit is working to complete a Privacy Impact Assessment that will be submitted to the Office of the Privacy Commissioner and the Treasury Board of Canada Secretariat in the coming months.

The Board's ATIP Unit continues to make efforts to ensure staff are working with the importance of data privacy at front of mind. In May 2017, the ATIP Unit launched its fourth annual Privacy Month that included a weekly email campaign and poster display. In January 2018, the Board celebrated Data Privacy Day to build awareness and highlight the impact of technology on privacy rights.

In 2017-18, the Board continued to provide applicants with an independent avenue of redress for their disability pension, disability award and War Veterans Allowance decisions. In fulfilling this mandate, we are committed to protecting individual rights by upholding the legislation and developing our capacity in matters of access to information and privacy.

Looking back on a busy year for the Board's ATIP Unit, I am pleased with the work staff continue to do to support openness, transparency and accountability year-after-year.

Thomas W. Jarmyn

Chair

THE VETERANS REVIEW AND APPEAL BOARD

OUR OBJECTIVE

The Veterans Review and Appeal Board (VRAB, the Board) is an independent, administrative tribunal created in 1995. The Board provides an appeal program for service-related disability decisions made by Veterans Affairs Canada (VAC, the Department). This program gives applicants two levels of redress for disability benefits decisions and Critical Injury Benefit decisions. The Board also hears final appeals on War Veterans Allowance applications.

The Board's objective is to ensure that Canada's traditional Veterans, Canadian Armed Forces members and Veterans, Royal Canadian Mounted Police applicants, qualified civilians and their families receive the disability pensions, disability awards and other benefits to which they are entitled under the law.

HOW WE WORK

The Board operates at arm's-length from the Department to ensure a fair appeal process for applicants. Our work is governed by the *Veterans Review and Appeal Board Act* and delivered by up to 25 permanent Members appointed by the Governor in Council and approximately 75 staff in 2017-18. Our daily work involves conducting hearings in locations across Canada and issuing written decisions for applicants based on evidence and according to the legislation governing disability benefits.

OUR HEARING PROGRAM

The Board provides applicants with two levels of redress: a review hearing and a subsequent appeal hearing if they remain dissatisfied. Our hearings are non-adversarial, which means no one argues against the Veteran. Applicants have access to free case preparation and representation at their hearing by the Bureau of Pensions Advocates (a unique organization of lawyers within VAC) or by Service Officers from Veterans' organizations. As independent adjudicators, Board Members are not bound by previous decisions and have authority to change them to benefit applicants if there is credible evidence.

The review hearing is the first and only opportunity in the disability adjudication process for applicants to appear before the decision makers and tell their story (provide testimony). We hold review hearings in locations across Canada and by video conference, where applicants give oral testimony, bring forward witnesses and new information, and present arguments in support of their case. If applicants are not satisfied with their review decision they can request an appeal hearing. While the legislation does not permit oral testimony at the appeal level, the hearing is a further opportunity for applicants, through their representative, to submit new information and arguments. Appeal hearings are usually held at the Board's Head Office in Charlottetown, Prince Edward Island.

OUR COMMITMENT

The Board is committed to upholding the principles of the *Access to Information Act* while providing applicants with a fair and timely appeal process for disability benefits decisions.

INTRODUCTION

The *Access to Information Act* gives Canadian citizens and individuals present in Canada a broad right of access to information contained in government records under control of the institution, subject to certain specific and limited exceptions. It maintains that government information should be available to the public and should complement and not replace existing procedures for access to government information.

Section 72 of the *Access to Information Act* requires that the head of every government institution prepare an Annual Report on the administration of the *Act* for submission to Parliament during each fiscal year.

MANDATE

The Veterans Review and Appeal Board has full and exclusive jurisdiction to hear, determine and deal with all applications for review and appeal that may be made to the Board under the *Pension Act*, the *Veterans Well-being Act* - Part 3, the *War Veterans Allowance Act* and other Acts of Parliament. All matters related to appeals under this legislation are authorized under the *Veterans Review and Appeal Board Act*.

This Board also adjudicates duty related pension applications under the authority of the *Royal Canadian Mounted Police Pension Continuation Act* and the *Royal Canadian Mounted Police Superannuation Act*.

FULFILLING ITS RESPONSIBILITIES UNDER THE *ACCESS TO INFORMATION ACT*

The Access to Information and Privacy (ATIP) office is under the Director, Strategic and Corporate Services, who acts on behalf of the Chairperson of the Board to oversee the administration of the *Access to Information Act*.

The ATIP office consists of a Coordinator, a Deputy Coordinator, a Senior ATIP Officer and an ATIP Coordination Officer.

The Board has full responsibility for the administration of the *Access to Information Act*.

Duties of the ATIP Coordinator's Office include:

- Process requests for information submitted under the *Access to Information Act* in accordance with the legislation, regulations and Treasury Board of Canada Secretariat (TBS) policies, guidelines and directives;
- Provide VRAB managers and staff with advice and guidance regarding the interpretation and application of the *Access to Information Act* and related TBS policies, guidelines and directives;
- Develop policies, procedures and guidelines for the administration of the *Act* and related TBS policies, guidelines and directives;
- Coordinate the resolution of any complaints against VRAB made to the Information Commissioner under the *Access to Information Act*;
- Respond to consultations from other government institutions on access to information requests.
- Promote awareness to ensure employees understand their roles and responsibilities and the Board fulfills its obligations under the *Act*;
- Respond to Parliamentary written questions on access to information;
- Support VRAB's commitment to openness and transparency through proactive disclosures, informal releases of information and publishing the summaries of completed access to information requests to the Open Government portal;
- Review contracts with third parties using TBS guidance documents;
- Update VRAB's Information about Programs and Information Holdings (formerly known as Info Source) chapter on the VRAB web site in accordance with the TBS directive; and
- Prepare the Annual report to Parliament and the annual Statistical Report on the administration of the *Access to Information Act*.

DELEGATION ORDER

Delegation Order – *Access to Information Act* and *Access to Information Regulations*

The Chairperson, Veterans Review and Appeal Board, pursuant to section 73 of the *Access to Information Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Chairperson as the head of the Veterans Review and Appeal Board, under the provisions of the *Act* and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

Delegation of authority under the *Access to Information Act*

Provision	Description	Title of Position(s)
4(2.1)	Responsibility of government institutions	ATIP Coordinator Deputy Coordinator ATIP Officer
7(a)	Notice when access requested	ATIP Coordinator Deputy Coordinator ATIP Officer
7(b)	Giving access to the record	ATIP Coordinator Deputy Coordinator
8(1)	Transfer of request	ATIP Coordinator Deputy Coordinator ATIP Officer
9	Extension of time limits	ATIP Coordinator Deputy Coordinator ATIP Officer
11(2)(3)(4)(5)(6)	Additional fees	ATIP Coordinator Deputy Coordinator ATIP Officer
12(2)(b)	Language of access	ATIP Coordinator Deputy Coordinator ATIP Officer
12(3)(b)	Access in an alternative format	ATIP Coordinator Deputy Coordinator ATIP Officer
13	Exemption - Information obtained in confidence	ATIP Coordinator Deputy Coordinator

14	Exemption - Federal-provincial affairs	Director General
15	Exemption – International affairs and defence	Director General
16	Exemption – Law enforcement and investigations	ATIP Coordinator Deputy Coordinator
16.5	Exemption – *Public Servants Disclosure Protection Act*	Director General
17	Exemption – Safety of Individuals	ATIP Coordinator Deputy Coordinator
18	Exemption – Economic interests of Canada	Director General
18.1	Exemption – Economic interest of certain government institutions	Director General
19	Exemption – Personal Information	ATIP Coordinator Deputy Coordinator
20	Exemption – Third party information	ATIP Coordinator Deputy Coordinator
21	Exemption – Operations of government	ATIP Coordinator Deputy Coordinator
22	Exemption – Testing procedures, tests and audits	ATIP Coordinator Deputy Coordinator
22.1	Exemption - Internal audits	ATIP Coordinator Deputy Coordinator
23	Exemption – Solicitor-client privilege	ATIP Coordinator Deputy Coordinator
24	Exemption – Statutory prohibitions	ATIP Coordinator Deputy Coordinator
25	Severability	ATIP Coordinator Deputy Coordinator
26	Refusal of access where information is to be published	ATIP Coordinator Deputy Coordinator
27(1),(4)	Third party notification	ATIP Coordinator Deputy Coordinator

28(1)(b),(2),(4)	Third party notification	ATIP Coordinator Deputy Coordinator
29(1)	Where the Information Commissioner recommends disclosure	ATIP Coordinator Deputy Coordinator
33	Notice to Information Commissioner of third party notification	ATIP Coordinator Deputy Coordinator
35(2)(b)	Right to make representations	ATIP Coordinator Deputy Coordinator
37(1)	Notice of actions to implement recommendations of Commissioner	ATIP Coordinator Deputy Coordinator
37(4)	Access to be given to complainant	ATIP Coordinator Deputy Coordinator
43(1)	Notice to third party of application to Federal Court for review	ATIP Coordinator Deputy Coordinator
44(2)	Notice to requester of application for review by third party	ATIP Coordinator Deputy Coordinator
52(2)(b)	Special rules for hearings	ATIP Coordinator Deputy Coordinator
52(3)	*Ex parte* representations	ATIP Coordinator Deputy Coordinator
71(1)	Facilities for inspection of manuals	ATIP Coordinator Deputy Coordinator
72(1)	Report to Parliament	ATIP Coordinator Deputy Coordinator

Delegation of authority under the *Access to Information Regulations*

Provision	Description	Title of Position(s)
6(1)	Transfer of request	ATIP Coordinator Deputy Coordinator ATIP Officer
7(2)	Search and preparation fees	ATIP Coordinator Deputy Coordinator ATIP Officer
7(3)	Production and programming fees	ATIP Coordinator Deputy Coordinator ATIP Officer
8	Method of access	ATIP Coordinator Deputy Coordinator
8.1	Limitations in respect of format	ATIP Coordinator Deputy Coordinator

Dated, at the city of Charlottetown, this thirty-first day of March, 2016.

Thomas W. Jarmyn

Acting Chairperson, Veterans Review and Appeal Board

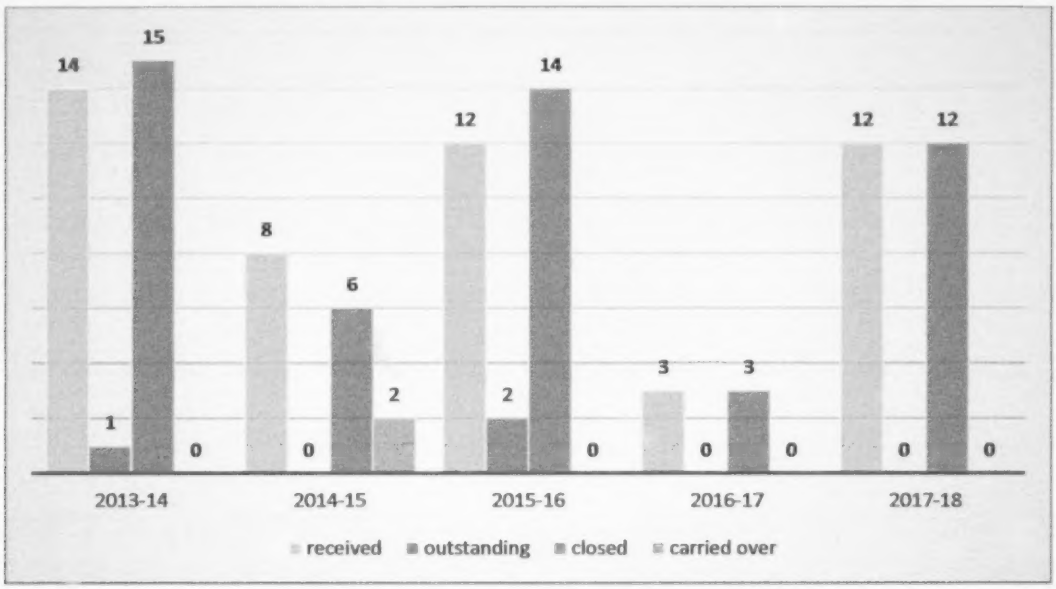
STATISTICAL REPORT - INTERPRETATION

The Statistical Report (Annex 1) provides a summary of the formal *Access to Information Act* requests processed for the reporting period of April 1, 2017 and March 31, 2018.

PART 1 – REQUESTS UNDER THE *ACCESS TO INFORMATION ACT*

During the reporting period, VRAB received and closed 12 requests under the *Access to Information Act*. This represents an increase of nine requests completed (300%) compared to last year's total of three requests. The increase may be attributed to transfer requests received from Veterans Affairs Canada (VAC). Of the 12 requests received, seven were transfers from VAC. These transfers were requests submitted through the ATIP on-line request system from individuals filing requests for personal information under the *Access to information Act* instead of the *Privacy Act*.

Table 1 - Overview of ATI requests for last five years



Of the 12 requests received, 11 were from the public and one declined to identify.

During the reporting period, VRAB did not process any informal requests for information. This is inconsistent with the previous two years of reporting.

- 2015-16: 12
- 2016-17: 11

This major decline in informal requests may be attributed to the low numbers of formal requests processed in 2016-17 and the increase in government wide publications to open.canada.ca.

PART 2 – REQUESTS CLOSED DURING THE REPORTING PERIOD

2.1 – DISPOSITION AND COMPLETION TIME

The following two tables illustrate the disposition and completion time of the 12 requests that were completed in 2017-18 with information disclosed in accordance with the provisions of the legislation.

Table 2 - Disposition of Requests Closed

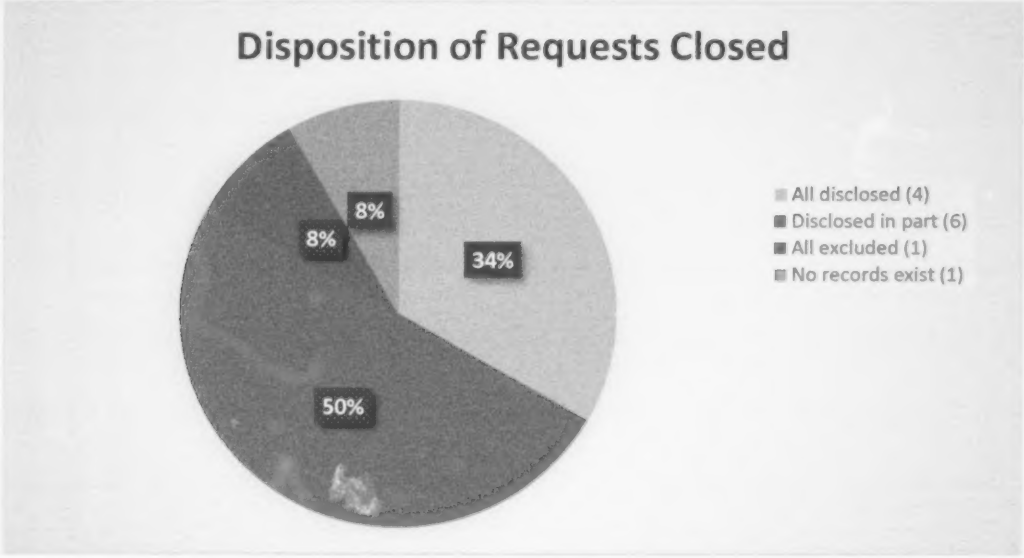
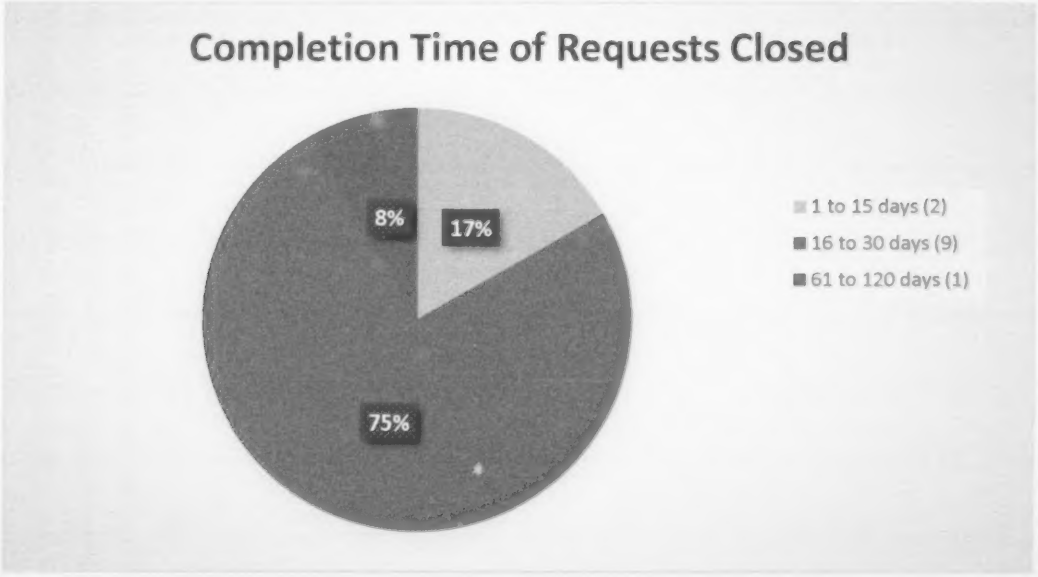


Table 3 – Completion Time of Requests Closed



2.2 – EXEMPTIONS

An exemption is a provision under the *Access to Information Act* that authorizes the head of the institution or delegate to refuse to disclose records in response to an access request. Exemptions should always be limited and specific.

The following table identifies the number of requests to which specific types of exemptions were applied:

Exemptions cited	2015-16	2016-17	2017-18
Subsection 19(1) personal information	3	1	6
Paragraph 21(1)(a) operations of government–advice	1	0	1
Section 22 testing procedures, tests & audits	0	1	3
Section 23 solicitor-client privilege	1	0	0

2.3 – EXCLUSIONS

Pursuant to sections 68 and 69 of the *Access to Information Act*, the *Act* does not apply to:

- published material,
- material available for purchase by the public,
- material placed in the Library and Archives of Canada or
- confidences of the Queen's Privy Council.

During the reporting period VRAB invoked section 68(a), the exemption for published material, three times due to a large majority of decisions of the Board being proactively published on the Canadian Legal Information Institute – CanLII website.

2.4 – FORMAT OF INFORMATION RELEASED

For requests where information is disclosed, the requester has the right to ask for the information in the format of choice. In the six requests that were disclosed in part, the information was provided on CD for three requests and paper for three requests. In the four requests that were all disclosed, the information was provided on CD for two requests and paper for two requests.

2.5 – COMPLEXITY

During the reporting period, the ATIP office processed a total of 19,153 pages and disclosed 19,138 pages. This represents an increase of 19,139 pages processed compared to last year's total of 14 pages processed. This enormous increase in numbers can be attributed to one very large access request which involved depersonalizing close to 4,000 decisions.

Fiscal year	Number of pages processed	Number of pages disclosed	Number of requests
2015-16	1,917	1,902	13
2016-17	14	14	3
2017-18	19,153	19,138	11

The other complexity associated with the treatment of requests consisted of processing digital recordings in three requests.

2.6 – DEEMED REFUSALS

Deemed refusal is when a government institution fails to give access to a record requested under the *Act* within the time limits set out in the *Act*. During the reporting period, VRAB met all statutory deadlines on requests.

2.7 – REQUESTS FOR TRANSLATION

In 2017-18, VRAB did not receive any requests for translation. This is similar to the previous fiscal year where no requests requiring translation were received.

PART 3 – EXTENSIONS

Section 9 of the *Access to Information Act* allows institutions to extend the original 30 day statutory time limit if:

- the request is for a large number of records and meeting the original time limit would unreasonably interfere with the Board's operations,
- consultations are necessary, or
- third-party notification

VRAB invoked one extension in 2017-18 for 90 days under subsection 9(1)(a) of the *Act*. At the same time, notice of the extension was given to the Information Commissioner.

PART 4 – FEES

The *Interim Directive on the Administration of the Access to Information Act* took effect May 5, 2016. It directs institutions to waive all fees prescribed by the *Act* and *the Access to Information Regulations*, with the exception of the application fee. In exercising discretion, the Board choose to waive a total of $55 in application fees.

PART 5 – CONSULTATIONS RECEIVED FROM OTHER INSTITUTIONS AND ORGANIZATIONS

VRAB received six consultations during the reporting period from other Government of Canada institutions with a total of 193 pages reviewed. The majority of the consultations were completed within 15 days. Recommendations were split between disclose entirely and disclosed in part. There were no consultations received from other organizations.

PART 6 – COMPLETION TIME OF CONSULTATIONS ON CABINET CONFIDENCES

In 2017-18, VRAB had no consultations on Cabinet Confidences, therefore, there were no requests with legal services or the Privy Council Office for review and recommendation on the application of section 69 of the *Access to Information Act*.

PART 7 – COMPLAINTS AND INVESTIGATIONS

During the reporting period, VRAB did not receive any complaints nor take part in any investigations with the Information Commissioner's office.

PART 8 – COURT ACTION

VRAB had no complaints in which the requester, the Information Commissioner, or a third party applied to the Federal Court for a review.

PART 9 – RESOURCES RELATED TO THE *ACCESS TO INFORMATION ACT*

During the reporting period VRAB spent a total of $71,426 administering the *Access to Information Act*. Staff salaries accounted for $68,159, and Goods and Services amounted to $3,267. VRAB dedicated 1.29 person years to ATI activities.

TRAINING AND AWARENESS

In 2017-18, the VRAB ATIP office held five ATIP training session for 13 new employees. Since its inaugural year in 2013-14, ATIP training has become a key orientation component for all new employees, whether they are indeterminate, term or casual. The training session deals with the appropriate use and protection of personal information, steps to take if a privacy breach occurs, duty to assist and employee obligations under the *Access to Information Act* and the *Privacy Act*.

Additionally, 29 employees participated in security briefing sessions that included an overview of both access to information and privacy legislation and fundamentals, rules regarding accessing information and the Need to Know principle.

POLICIES, GUIDELINES, PROCEDURES AND INTIATIVES

May 2017 marked the fourth annual Privacy Month at the Board. Throughout the month posters were prominently displayed throughout the Board, weekly e-mail tips were shared with all staff and memoranda on the following topics reminded all employees of best practices when handling information:

- Privacy and Protection of Client Information
- ABCs of Protected Information
- Clear Desk Practice
- Need to Know Principle
- Safe Disposal of Protected and Classified Information

These memos, posters, and e-mail tips foster a privacy culture at the Board and ensure continual awareness of employees' roles and responsibilities when handling, protecting and disposing of information.

Data Privacy Day - The Board took the opportunity to build awareness and highlight the impact of technology on privacy rights.

In support of the Government of Canada's commitment to transparency, openness and accessibility, the Board continued to post summaries of completed ATI requests to open.cananda.ca

COMPLAINTS, AUDITS AND INVESTIGATIONS

VRAB did not receive any complaints during the reporting period nor were any audits or investigations concluded during the reporting period.

MONITORING COMPLIANCE

The VRAB ATIP office monitors all requests for information in Access Pro Case Management. This software allows for the inputting and tracking of requests. The Senior ATIP Officer monitors all requests received in the ATIP office and provides the Deputy Coordinator with a weekly status/progress report.

Statistical Report on the *Access to Information Act*

Name of institution: Veterans Review and Appeal Board

Reporting period: 2017-04-01 to 2018-03-31

Part 1: Requests Under the *Access to Information Act*

1.1 Number of requests

	Number of Requests
Received during reporting period	12
Outstanding from previous reporting period	0
Total	12
Closed during reporting period	12
Carried over to next reporting period	0

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	0
Organization	0
Public	11
Decline to Identify	1
Total	12

1.3 Informal requests

Completion Time							
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
0	0	0	0	0	0	0	0

Part 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

Disposition of Requests	Completion Time							
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
All disclosed	1	3	0	0	0	0	0	4
Disclosed in part	0	5	0	1	0	0	0	6
All exempted	0	0	0	0	0	0	0	0
All excluded	0	1	0	0	0	0	0	1
No records exist	1	0	0	0	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	2	9	0	1	0	0	0	12

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	1
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	3
15(1)	0	16.1(1)(d)	0	19(1)	6	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	0	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	3	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	2	2	0
Disclosed in part	3	3	0
Total	5	5	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	215	215	4
Disclosed in part	18938	18923	6
All exempted	0	0	0
All excluded	0	0	1
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	3	82	1	133	0	0	0	0	0	0
Disclosed in part	2	125	3	771	0	0	0	0	1	18027
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	1	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	6	207	4	904	0	0	0	0	1	18027

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	2	2
Disclosed in part	0	0	1	1	2
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	0	0	1	3	4

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Part 3: Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	1	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	1	0	0	0

3.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	1	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	1	0	0	0

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	1	$5	11	$55
Search	0	$0	0	$0
Production	0	$0	0	$0
Programming	0	$0	0	$0
Preparation	0	$0	0	$0
Alternative format	0	$0	0	$0
Reproduction	0	$0	0	$0
Total	1	$5	11	$55

Part 5: Consultations Received From Other Institutions and Organizations

5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	6	193	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	6	193	0	0
Closed during the reporting period	6	193	0	0
Pending at the end of the reporting period	0	0	0	0

5.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendation	Number of Days Required to Complete Consultation Requests							
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
Disclose entirely	3	0	0	0	0	0	0	3
Disclose in part	2	1	0	0	0	0	0	3
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	5	1	0	0	0	0	0	6

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

6.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
0	0	0	0

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

Part 9: Resources Related to the *Access to Information Act*

9.1 Costs

Expenditures		Amount
Salaries		$68,159
Overtime		$0
Goods and Services		$3,267
• Professional services contracts	$0	
• Other	$3,267	
Total		**$71,426**

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.29
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	1.29

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